

OFFICIAL HANDBOOK  
FOR STUDENTS OF THE  
JUNIOR COLLEGE  
OF BROWARD COUNTY



1964 - 1965

*Sea Horse  
Sense*

1964-1965  
Junior College of Broward County  
Fort Lauderdale, Florida



# *Sea Horse Sense*



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JUNIOR COLLEGE  
OF BROWARD COUNTY**

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## **WELCOME TO THE JUNIOR COLLEGE OF BROWARD COUNTY**

We are delighted to have you join us and hope that your stay here will be both pleasant and profitable.

Within the next few weeks exciting new developments will begin. Construction will begin soon on the second phase of our building program, and we all will have an opportunity to share in this growth. We want all of you to feel that you are a vital part of our College.

We have assembled one of the finest college faculties to be found anywhere. It is here to help you get an education. We hope that you will not hesitate to call on the resources of our faculty as you work toward your educational goals.

A college education is more than the accumulation of credit; it is more than a series of social activities. It consists of a balance of educational and social experiences which should result in what we visualize to be the educated man and woman.

If you are sincerely interested in securing a college education, we in the Junior College of Broward County will do everything possible to assist you.

Sincerely yours,

**JOE B. RUSHING, President**

## COLLEGE ADMINISTRATION

Joe B. Rushing .....	President
B.A., Howard Payne College	
M.A., East Texas State College	
Ph.D., University of Texas	
Dayton Y. Roberts .....	Administrative Assistant B.A., M.A., Fla. State Univ. to the President Ph.D., Florida State University
E. P. Lauderdale .....	Dean of Instruction B.A.E., M.E., Ed.D., University of Mississippi
Jack Dean Taylor .....	Dean of Students B.S., M.S., Ed. D., W. Virginia Univ.
Harvey B. Cates .....	Dean of Administration A.B., B.S., West Virginia Institute of Technology M.A., University of Kentucky Ed.D., West Virginia University
Lester B. Trussler .....	Director of Admissions A.B., West Virginia Wesleyan and Records M.A., West Virginia University
Rex C. Kidd .....	Assistant Dean for B.S., East Tennessee State College Special Programs M.E., Duke University Ed.D., University of Florida
Edward F. Kotchi .....	Assistant Dean for B.S., M.Ed., Pennsylvania Technical Education State University
Nan S. Hutchison (Mrs.) .....	Assistant Dean of Students A.B., M.A., Marshall University
Irving Eisen .....	Director of Advisement B.A., B.S., Ohio State University and Counseling M.Ed., Ed.D., Rutgers University
Robert N. Melott .....	Asst. Director of Admissions B.S., Bethany College and Records M.A., Marshall University
Grady Drake .....	Director, Library Services B.S., University of Florida B.S. in L.S., Columbia University
Jimmie C. Styles .....	Director, Data Processing B.S., Georgia Teachers College M.A., Ed.S., George Peabody College
Margretta Styles .....	Director of Nursing B.S., Juniata College M.N., Yale University School of Nursing

Albert Robertson	Supervisor of Business Operations
A.B., Duke University	
James F. McGowan	Director, Law Enforcement
B.S., M.A., Michigan State College	

### **SPECIAL SERVICES STAFF**

George Folsom McCall, Jr.	Coordinator of Placement
B.S., Livingston State College	
M.E., University of Florida	

  

Margaret F. Porter (Mrs.)	Reading Specialist
A.B., Converse College	
M.E., University of Virginia	

### **COUNSELING STAFF**

Irving Eisen	Director of Advisement and Counseling
B.A., B.S., Ohio State University	
M.Ed., D.Ed., Rutgers University	
M. Ray Gover	Counsellor
B.S., Union College, Kentucky	
M.A., Eastern Kentucky State	
Marily Louise Thorpe (Mrs.)	Counsellor
B.S., M.A., University of Minnesota	

### **LIBRARY**

Grady Drake	Director, Library Services
B.S., University of Florida	
B.S. in L.S., Columbia University	
E. Louise Dowerman (Mrs.)	Librarian
A.B., Eastern Kentucky State	
B.S. in L.S., George Peabody	
Mary Pardee (Miss)	Librarian
A.B., Stetson University	
B.S. in L.S., Emory University	
Lois J. Shull (Mrs.)	Librarian
B.A., University of Pittsburgh	
M.A., Kent State University	

## THE FACULTY

Aurand, Alvin D.	Engineering
B.S., Michigan State University; M.S., Florida State University	
Bishop, Dan H.	Physics
B.S., M.A., Ball State Teachers College	
Bockstege, Ben, Jr.	Mathematics
B.S., Indiana University	
M.S., Northern Illinois University	
Boggs, Diane C. (Miss)	French
B.A., Rollins College; M.A.T., Duke University	
Briegel, Ann C. (Mrs.)	English
B.A., Ohio Wesleyan University; M.A., Ohio State University	
Brown, Stewart	Head, Department of Political Science
B.A.E., M.Ed., University of Florida	
Brumley, Rex	Chairman, Department of Health, Phys. Educ. and Recreation
M.A., George Peabody	
B.S., Sam Houston State Teachers College	
Bunch, John M.	Head, Dept. of History
B.A.E., M.Ed., University of Florida	
Burdick, Marina (Mrs.)	Spanish
B.A., Brooklyn College; M.A., Columbia University	
Burns, Lona (Miss)	English
A.B., Woman's College, Hattiesburg, Mississippi	
M.A., University of Alabama	
Callery, Rosmond A.	Nursing Education
B.S., M.A., New York University	
Campbell, Bernard M.	English
B.A., King College, Tennessee	
M.A., Southwest Texas State Teachers	
Cantor, Alan	Mathematics
B.S.Ed., University of Florida	
M.A., Appalachian State Teachers College	
Cassell, Robert C.	Chairman, Dept. of Science and Mathematics
Ph.D., University of Minnesota	
B.S., Iowa State University; M.S., University of Idaho;	
Cavanagh, George J.	Speech
B.A., New York State College; M.A., University of Connecticut	
Clark, Barbara J. (Mrs.)	English
A.B., M.A., University of Miami	
Clark, Ralph	Social Studies
A.B., Princeton; M.A., University of Virginia	
Crews, Harry E.	English
B.A., M. Ed., University of Florida	
Crispo, Neil S.	Social Studies
B.S., M.S., Florida State University	
DeYampert, Lucius D.	Geology
B.S., Birmingham Southern College	
M.S.T., University of Florida	
Dickerson, Lee Farthing (Mrs.)	English
B.S., Appalachian State Teachers College; M.A., Duke University	

Dunne, Mary C. (Miss) .....	Nursing Education
B.S.N.E., Catholic University; M.A., Teachers College, Columbia	
Easterly, Helen Anne (Miss) .....	English
B.A., Maryville College, Tenn.; M.A., University of Florida	
Ellis, M. J. .....	Data Processing
B.S., Tennessee Polytechnic Institute	
M.Ed., University of Miami	
Estes, Nancy (Miss) .....	Physical Education
B.S., M.A., George Peabody	
Gavigan, Elaine (Miss) .....	Physical Education
B.S., Florida State University; M.A., Ohio State University	
Glaze, Lucile (Mrs.) .....	English
B.S., Birmingham Southern; M.A., George Peabody	
Graziano, Henry Paul .....	Biology
B.S., Boston University; M.Ed., University of Florida	
Guinn, V. O. ....	Chemistry
B.S., M.S., Mississippi State College	
Haire, Ronald .....	Chemistry
B.S., Valdosta State College; M.S., Florida State University	
Handleman, Chester .....	Social Studies
A.B., Clark University; M.A., Clark University; Ed.M., Massachusetts State College, Fitchburg	
Harris, Charles E. Jr. ....	Physical Education
A.B., M.Ed., University of South Carolina	
Hayes, Harold .....	English
B.A.J., M.E., University of Nevada	
Hays, John P. ....	Social Studies
A.B., University of Georgia; M.A., Emory University	
Hill, Neda G. (Mrs.) .....	English
B.A., Blue Mountain College; M.A., Mississippi State University	
Hill, Richard D., Jr. ....	Head, Dept. of Chemistry
B.S., Florida State University; M.Ed., University of Florida	
Holloway, Joan H. (Mrs.) .....	Business
B.A., Harding College; M.A., George Peabody	
Holmberg, Minerva (Mrs.) .....	Biology
A.B., A.M., Boston University	
Holmes, Lucille (Miss) .....	Biology
B.S., Eastern Michigan University; M.S., University of North Carolina	
Horton, Doris (Miss) .....	Business
B.S., M.S., Kansas State College of Pittsburg, Kansas	
Howell, Charles B., Jr. ....	Business
B.S., M.B.A., University of Florida	
Kempton, Willard R. ....	Head, Dept. of Modern Foreign Languages
A.B., Dartmouth; M.A., Columbia University	
Kern, William George.....	Art
B.F.A., Nebraska State Teachers College; M.A., Ball State Teachers College	

Kilmer, Louis J.	Social Studies
B.A., M.A., University of Rochester	
Kyle, Patricia (Miss)	English
A.B., M.A., Indiana University	
Ladwig, Mary Carol (Miss)	Nursing Education
B.S.N., M.Ed., University of Florida	
Landers, R. L.	Physical Education
B.B.A., M.E., Baylor University	
Leach, Dorothy (Mrs.)	Psychology
B.A., University of Texas; M.Ed., Ed.D., University of Florida	
Ledbetter, Homer M.	Chairman, English Dept.
B.S., East Central State; M.A., Oklahoma State University	
Lotz, John F.	Chairman, Dept. of Business
Ed.D., Temple University	Adminis. and Economics
B.S., Temple University; M.A. New York University;	
Magers, Jean (Mrs.)	English
B.A., M.A., University of Southern Mississippi	
Martin, Joel	Head, Dept. of Biology
B.S., M.A.E., University of Florida	
McMillion, Betty (Miss)	Music
A.B., Morris Harvey College; M.A., Marshall University	
Medusky, John W.	Engineering
B.S., United States Military Academy	
M.S., University of California	
Miller, Adele (Mrs.)	Nursing Education
B.S., University of Miami; M.A., Columbia University	
Morar, Neal T.	Biology
B.S., M.S., Florida State University	
Morris, Clinton E.	Physical Education
B.S., Livingston State	
M.A., George Peabody	
Mullikin, Mildred (Miss)	Speech
B.A., Lander College; M.A., University of Alabama	
Naleway, Ralph H.	Mathematics
B.S.E., University of Florida; M.A.L.S., Wesleyan University	
Neely, Dennis W.	Business
A.B., College of Commerce, Bowling Green, Kentucky;	
M.Ed., Rutgers University	
Nelms, Ellen G. (Mrs.)	Chemistry
B.S., Georgia State College	
M.Ed., University of Georgia	
Oakes, Curtis W.	Political Science
B.S., Ohio State University; M.A.T., University of Florida	
Odom, William R.	Biology
B.S., Stetson University	
M.S., Florida State University	
Pactor, David E.	Art
B.S., M.A., Ball State Teachers College	
Paul, Mary (Mrs.)	Business
B.S., Central State College of Oklahoma;	
M.S., Oklahoma State University	

Pawlowski, John, Jr.	Spanish
B.A., Northern Illinois University	
M.A., Northwestern University	
Pedigo, Frances (Miss)	English
A.B., Florida State College for Women	
M.A., Ph. D., University of North Carolina	
Perfect, Mary (Miss)	Mathematics
B.S., M.S., Florida State University	
Pharr, Jarrett	Spanish
A.B., University of Chattanooga	
M.A., Inst. Tecnologico de Monterrey, Mexico	
Porterfield, William A.	Physical Education
B.S., M.A., Middle Tennessee State College	
Rehm, Judith M.	English
B.Ed., M.A., University of Miami	
Rhodes, C. E.	Mathematics
B.A., M.A., University of Texas	
Rigg, Donald C.	English
B.A., Yale University	
Roulston, Reyburn R.	Economics
B.A., M.A., University of Minnesota	
Schaleman, Harry J., Jr.	Social Studies
B.S., Miami University, Ohio	
M.A., University of Cincinnati	
Schenks, Maxine (Mrs.)	Business Administration
A.B. in Ed., M.A. in Ed., University of Kentucky	
Scigiano, John Anthony	Technical Electronics
B.S.Ed., Florida State University	
Shaw, David Allen	English
B.A., M. Ed., University of Florida	
Shenosky, Peter S.	Business
B.S., Murray State Teachers College	
M.A., Rollins College	
Sivik, Frank P.	Biology
B.S., Providence College; M.S., University of Massachusetts	
Slough, Kathleen B. (Mrs.)	Mathematics
B.A., M.A.T., Indiana University	
Smith, Natalie G. (Mrs.)	German
B.S., M.A., and Ph.D., New York University	
Stowers, Dewey M., Jr.	Chairman, Social Science
B.A., Dickinson College; M.A., George Peabody	
D.Ed., Duke University	
Styles, Jimmie Carter	Director, Data Processing
B.S., Georgia Teachers College; M.A., George Peabody	
Styles, Margretta M. (Mrs.)	
B.S., Juniata College, N.M.; Yale University School of Nursing	
Theriault, Harold John	Social Studies
B.S., Mass. Maritime Academy; M.S., Florida State University	

Van Arsdall, Charles S.	Mathematics
B.S., Eastern Kentucky State College	
M.A., Louisiana State University	
Van Meeveren, Arthur	English
B.A., Central College, Iowa	
M.A., University of Iowa	
Wallace, Mary E. (Mrs.)	Art
B.S., M.A., Ball State Teachers College	
Warwick, Lewis Allen	Mathematics
A.B., Asbury College, Kentucky	
M.A., University of Michigan	
Watts, Leon	Physical Education
B.S., Florida A&M University; M.A., University of Michigan	
Wells, John D.	Philosophy
A.B., M.A., Florida State University	
West, Marion N.	Business
B.A., State Teachers College, North Dakota	
M.A., Northwestern University	
Will, Albert A. Jr.	Biology
B.L.A., M.S., University of Florida	
Williams, Joann	Psychology
B.S., Florence State College; M.A., University of Florida	
Woodle, Jimmy O.	Music
B.A., Furman University	
M.M., Indiana University	
Yost, John	Mathematics
A.B., Princeton; M.S., Florida Southern College	
Yater, Roy L.	English
B.A., Mexico City College; M.A., Florida State University	

## SOCIAL CALENDAR — 1964-1965

### TERM I

August 19	Orientation for new students
August 20, 21	Registration
August 21	Reception for new students— Beach Club Hotel
August 24	Classes begin 8:00 a.m.
August 24 - 28	“Rat Week”
August 28	Last day for late registration and for change of courses or sections
August 29	Freshman Dance
September 4	Meeting of all club presidents, treasurers and advisors
September 7	Labor Day Holiday
September 11	Sophomore Election
September 21	Last day to drop courses without receiving grade penalty
September 25	Freshman Election
September 26	All school dance
October 1	Examination day to remove <i>incomplete</i> grades for preceding term
November 6	Lyceum program—Paul Winter Jazz Sextet—Stranahan High School, 8:00 p.m.
November 26, 27	Thanksgiving Holidays
December 1	Lighting of Christmas Tree, 7:30 p.m.
December 14 - 18	Final examinations
December 18	First term ends
December 18	Graduation exercises

### TERM II

January 4, 5, 1965	Registration
January 6	Classes begin 8:00 a.m.
January 12	Last day for late registration and for change of courses or sections
January 16	Lyceum program—The Ruth Mitchell Dance Co., Stranahan High School, 8:00 p.m.
February 2	Last day to drop courses without receiving grade penalty
February 25	Lyceum program—Kaleidoscope Players—Stranahan High School, 8:00 p.m.
March 18	Lyceum program—National Opera Company—“The Barber of Seville” Stranahan High School, 8:00 p.m.
April 3	Spring Formal
April 9	Recognition Night
April 11	Dean of Instruction's Reception for graduating sophomores
April 16	Easter Holiday
April 26 - 30	Final examinations
April 30	Second term ends
April 30	Graduation exercises

## SOCIAL CALENDAR (Continued)

### TERM III-A

May 5, 1965	Registration
May 6	Classes begin 8:00 a.m.
May 10	Last day for late registration and for change of courses or sections
June 18	Final examinations
June 18	Term III—A ends

### TERM III-B

June 21, 1965	Registration
June 22	Classes begin 8:00 A.M.
June 24	Last day for late registration and for change of courses or sections
June 26	Saturday classes
July 10	Saturday classes
July 17	Saturday classes
July 30	Final examinations
July 30	Term III-B ends
July 30	Graduation exercises

## **SUCCESS OR FAILURE ?**

As a beginning student at JCBC you are entering a most important phase of life. Your success or failure in this effort will determine what career or careers you may pursue. A wise occupational choice followed by adequate preparation will enhance your chances of success in your career. Some occupations include a college education as a prerequisite; the opportunities for advancement in almost all areas of endeavor are greater with increased education.

Just as your education is an important step in your life, so is your first year vital in your college life. Most of the problems which result in withdrawal from college have their roots in poor beginnings. The adjustment from high school to college is a difficult hurdle. The following suggestions may help you to make this transition with greater facility:

1. If you are or will be employed, lighten your school load.
2. Plan your study schedule in advance and follow your schedule.
3. Allow approximately two hours of study for each hour of class.
4. Don't procrastinate—keep ahead of your assignments.
5. Allow some time during the week for recreation, but make your recreation subordinate to your studies.
6. Take an active part in the life of the school; develop a loyalty to JCBC, but don't let this participation or loyalty interfere with your academic success.
7. Be regular in your attendance; you cannot afford to miss classes.
8. Use the library as a place of study and a source of reference.
9. If you are having problems in one class, consult your instructor; if you are having problems in several classes, consult your advisor or counselor.
10. Keep your family informed of your program; your parents may have the solution to your problems.

**JACK D. TAYOR**  
**Dean of Students**

## GENERAL INFORMATION

### *History*

The establishment of the Junior College of Broward County was authorized by the Florida State Legislature in 1959 when it designated Broward County as a Priority One area. The Advisory Committee was appointed on October 21, 1959; on the same date the Board of Public Instruction passed a resolution establishing the Junior College. The first President, Dr. Joe B. Rushing, was employed March 17, 1960, and assumed his duties on April 7, 1960.

The first session began on August 30, 1960, when 438 full-time students and 249 part-time students enrolled. Classes were held in the buildings of the former Naval Air Station adjacent to the Broward International Airport, Fort Lauderdale, Florida. The Branch Campus of the Junior College of Broward County was opened August 28, 1961, at Dillard Comprehensive High School.

In the fall of 1963, 2450 students enrolled in the College. The faculty was comprised of 110 people, and 20 part-time instructors supplemented their work.

The College moved to its permanent campus at 3501 Southwest Davie Road, Fort Lauderdale, in August, 1963. This new campus consists of 152 acres of land. The following buildings are now on this campus: Administration, Data Processing, Library, Science, Health and Physical Education, Student Center, and Technical Building. In December, 1964, construction is scheduled to begin on the second phase which will double the present space.

In September, 1963, the Branch Campus was closed because of low enrollment. All students now attend classes on the Main Campus.

### *Purposes*

The Junior College of Broward County has as its main purposes:

1. To provide programs which parallel the first two years of degree programs in four-year colleges and universities.
2. To provide educational programs for students who do not plan to complete a four-year degree program but who can profit from the pursuit of a two-year program of general education, semi-professional education and specialized education beyond the high school level.
3. To provide a program for students which will enrich their cultural lives and improve their personal efficiency.
4. To serve all segments of the population by becoming an educational and cultural center for Broward County and South Florida.

### *Accreditation*

The Junior College of Broward County is accredited by the Florida State Department of Education and has been accorded advanced recognition by the Southern Association of Colleges and Schools. Courses of study offered have been approved for transfer purposes by all of Florida's four-year colleges and universities.

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## **STUDENT ACTIVITIES**

A varied program of scholastic, professional, service, interest, and religious clubs has been developed in response to interests and leadership of the student body. Supervision of club activities is through the Director of Student Activities. All campus organizations must operate with the approval of the College Administration and faculty.

### **ACTIVITY HOUR**

In order to allow for convocations, club meetings, organizations, and activities to meet without conflicting with class schedule, 10:00 a.m. each Wednesday and Friday is reserved for this purpose. No regularly scheduled classes meet during these times. Meetings are as follows:

First Wednesday of month—Service Club Alliance.  
Third Wednesday of month—Assemblies.  
Second and Fourth Wednesdays of month—  
Student Government.  
First and Third Fridays—Interest Club Meetings.  
Second and Fourth Fridays—Service Club Meetings.  
Second and Fourth Fridays—Student Activities  
Board Meeting.

### **STUDENT GOVERNMENT**

The students of the Junior College of Broward County, in order to facilitate a fruitful and effective self-government and to create an active interest in the self-government for the purpose of promoting and maintaining the general welfare of the student body, organized and established the Student Government Association.

### **HONOR SOCIETIES**

*Delta Psi Omega.* This organization was officially organized in the fall of 1963. It is a national honorary dramatic fraternity.

*Phi Theta Kappa.* Phi Theta Kappa was organized in the spring of 1963 as a recognized honorary scholastic society whose object is to promote scholarship.

### **SPORTS**

*Intramural Program.* The purpose of the intramural program is to provide an opportunity for the students to participate in the individual, dual and team sports of their choice.

For Women: Archery, Badminton, Basketball, Bowling,

Foul Shooting Contest, Golf, Softball, Table Tennis, Tennis. Extramural activities with neighboring colleges will be held in volleyball during the first term and badminton during the second term.

For Men: Archery, Basketball, Bowling, Golf, Handball, Softball, Table Tennis, Tag Football, Tennis, Volleyball

*Varsity Sports.* For Women: Teams in tennis and golf for women will be started during the 1964-65 year. These teams will compete on an inter-collegiate level with nearby colleges.

*Basketball and Baseball.* Inter-collegiate basketball and baseball competition will be played during the 1964-1965 year. The teams will play home games at Stranahan High School Gymnasium and Stranahan Field, 8:00 p.m. on scheduled nights.

J.C.B.C. is a member of the Florida Junior College Athletic Conference and the National Junior College Athletic Association. The teams play other junior colleges in Florida, and also schedule contests with other colleges.

Athletic scholarships are available for a limited number of outstanding players.

#### INTEREST CLUBS:

*College Singers.* This group is open to any student who enjoys singing. Programs are presented for various clubs in the community and at the college.

*Instrumental Ensemble.* The instrumental ensemble is open to any student who plays an orchestral or band instrument. The group will both present and accompany various programs throughout the community and at the college. Although formal registration is not required for membership, one credit hour per semester will be awarded to those who register the ensemble as part of their course load.

*French Club.* The club is open to students taking French and those who have completed work in that language at the college. The purpose of the French Club is to promote increased skill in spoken French and interest in French culture.

*Business Club.* The primary purpose of the Business Club is to promote fellowship among the students and to have projects that will further the interest of club members.

*German Club.* The club is open to students taking German. The purpose of the club is to provide facilities, opportunities, and association for students' educational, cultural, economic, and social enhancement.

*Medical Club.* The purposes of this club is to inform interested students in the medical field more about the many specialties offered in the field, and what the required subjects for a certain specialty are like.

*Phi Sci.* The purpose of this club is to promote interest in the physical sciences.

*Psychology Club.*

*Spanish Club.* To encourage and interest others to learn Spanish and thus serve as a link with other cultural interests in the college.

*Venetian Players.* Students who want to participate in, direct, or help in the production of plays from this dramatic group.

*Vispecta Club.* The purpose of this club is to create more interest in the visual arts, to stress the cultural importance of the visual arts on and off campus, and to serve the college through improvement of the campus by the use of visual arts.

*Young Americans for Freedom.* This is a nation-wide organization dedicated to furthering the principles of conservatism among young people in particular and the general public.

*Young Democratic Club of Broward County.* The purpose of this organization shall be to stimulate in young people an active interest in governmental affairs.

*Student Nurses' Association, District No. 13.* The purpose of this nonprofit organization shall be to aid in the preparation of nursing students for the assumption of professional responsibilities.

## PROFESSIONAL ORGANIZATIONS

*National Student Education Association.* The SNEA seeks to attract capable students to teaching as a career. Through projects and programs the club presents opportunities for a better insight of the problems and the rewards offered by the profession.

## RELIGIOUS ORGANIZATIONS

*Baptist Student Union.* The B.S.U. is a youth organization for Baptists in higher institutions of learning. It seeks to promote spiritual development of students through Christian comradship, Bible study, and church membership.

*Newman Club.* The Newman Club is a Catholic Club that shall foster the spiritual, intellectual and social interests of the Catholic students of the Junior College of Broward County.

*Inter-Varsity Club.* This is a student-led group with national and international affiliations. It is inter-denominational in character and seeks to investigate the claims of Jesus Christ and to consider His challenge to today's college and university student.

*Religious Emphasis Week.* One week is set aside for "Religious Emphasis Week." Religious leaders of various denominations are invited to speak and meet with students. All students are urged to participate in the activities of this week. It is sponsored by the Inter-Faith Council.

#### *Christian Science.*

*Methodist Student Fellowship.* The Methodist Student Fellowship is an organization for Methodist Students to aid them in growing religiously as they are growing intellectually on the college campus. The group holds regular meetings to provide religious programs and plan activities of Christian service and fellowship.

### SERVICE ORGANIZATIONS.

*Circle K.* The Circle K is an organization for men who are interested in the betterment of educational and community life. In addition, the club sponsors social and recreational activities for the college. Circle K is sponsored by the Beach Kiwanis Club of Fort Lauderdale.

*Circlettes.* A service club for women who are interested in serving the college and community. Their goal is to promote good leadership, scholarship, and friendship.

*College Civitan.* A service organization for men of high standards and the desire to work for service projects that will develop a better college community, and challenge them with a broader fellowship.

*Collegiate Civinettes.* A service club for women that endeavors to carry out campus and community projects.

*Jaybees.* The Jaybees is a men's service organization that strives to build better men through a collegiate atmosphere. It is sponsored by the Junior Chamber of Commerce.

### "RAT" ACTIVITIES

All entering freshman are classified as "Rats." Among the new things, such as friends, knowledge and experience, which you will acquire will be some particularly hallowed object, your "Rat Cap." As part of your freshman initiation into the rites of college, you will be expected to wear your "Rat Cap" on campus at all times during the first five weeks which will be culminated at the "Rat Dance," at which time the king and queen will be crowned. They will rule for four weeks until the freshmen election is announced at the Freshmen Dance.

### LYCEUM PROGRAM

Many important values of a college education are obtained outside the classroom. An important part of this non-class way of education is a program of cultural events which are brought to the campus. These events

consist of lectures, concerts, art exhibitions, plays, musicals, etc., and are free to full-time students who have paid an activity fee. They are scheduled this school year at the Stranahan High School Auditorium.

## RECOGNITION NIGHT

Each year in the Spring at Recognition Night the college honors those students who are outstanding in ability in three areas: scholarship, leadership, and service. Those students who are so honored are given their awards at this Convocation and sign the Honor Book. Recognition Night is our proudest tradition, and every student should strive for recognition.

## GENERAL INFORMATION — ACADEMIC

*Academic Honors.* The college recognizes scholastic achievement by publishing the President's List and the Dean's List at the end of each semester.

The President's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 4.000.

The Dean's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.000 to 3.999.

*Classification of Students.* A student who has earned 28 semester hours credit is classified as a sophomore.

A student is a full-time student if he carries not less than 12 semester hours (in academic courses) in a given semester. Veterans have to carry 14 academic hours to be eligible for subsistence benefits.

*Student Course Load.* The minimum course load for a full-time student is twelve (12) semester hours per semester. Veterans must enroll for fourteen (14) or more semester hours in order to qualify for full-time Veterans Benefits. The normal course load for a student is sixteen (16) semester hours. In exceptional cases a student who has earned a "B" (3.0) average or above on his previous college work may secure written permission from his faculty adviser and the Dean of Instruction to enroll for more than eighteen (18) semester hours. Students should secure the proper petition form from the Admissions and Records Office, and have it properly filled out.

*Course Numbering.* Courses numbered 100-199 are intended primarily for Freshmen. Courses numbered 200-299 are intended primarily for Sophomores. Some flexibility in either direction is permissible.

*Evening Classes.* The Junior College of Broward County provides an educational program for people who are unable to attend college during the day. The evening program is multi-purpose in function. It is designed to offer courses to meet the needs of persons who wish to complete the first two years of a four year college program

and those who wish to take two years of college work in some area and terminate their education at this point. It is also designed to meet the needs of persons who wish to increase their proficiencies and broaden their educational and cultural backgrounds by taking a course, or courses, in certain areas. As the total program of the Junior College expands, the program of the evening courses will expand proportionately. The college will, at all times, as financial means and physical facilities permit, attempt to meet student and community needs.

The policies for admission, registration, graduation and requirements are the same for the evening student as it is for the day student. A separate brochure describing the program offered each semester is available. For additional information please contact the Assistant Dean of Special Services, Junior College of Broward County, 3501 Davie Road, Southwest, Ft. Lauderdale, Florida.

#### GRADES AND RECORDS

*Mid-Term Progress Reports* will be available to the student through their faculty advisor and/or the Student Personnel office at about the middle of the regular terms.

*Final Grades* are recorded and permanently filed. Students may get their grades from the Registrar's office for a limited time, after which they will be mailed.

	Grade Points Per Semester Hour
A Excellent	4
B Good	3
C Average	2
D Passing	1
F Failure	0
I Incomplete	0
W Official Withdrawal	0
WP Withdrawal Passing	0
WF Withdrawal Failing	0
X Suspended - Excessive absences — Failing	0
AU Audit	0
NC Non-credit course	0

"I" grades will become "F" grades if not completed within two months after the beginning of the new semester. "I" grades are evaluated as "F" grades until officially removed from the records.

Several questions have been raised regarding incomplete grades. "I" (incomplete) grades are given only for students who are absent because of a serious emergency which affects them or the members of their immediate family. If the Office of Student Personnel Services clears the absences for an emergency period; the student may seek permission from his instructor to take a final examination or other test, which in turn will change his grade

from an "I" to the grade earned. There should be no other reason for an "I" grade. Please check the College Calendar in the 1964-1965 catalog for the deadline dates for removing an "I" grade.

No student may change a course from Credit to Audit after the first calendar month of terms I and II or after the first calendar week of either term III-A or III-B.

Grade Point Averages are computed on *all* work attempted at *all* colleges.

## SCHOLASTIC STANDARDS

A full-time student failing to maintain a 1.50 grade point average for any semester will be placed on academic probation for the next semester. Failure to earn a grade point average of 1.70 the following semester of enrollment will cause him to be placed on academic suspension for one semester.

A student who is on academic probation must earn at least 1.70 grade point average each semester of enrollment. He will remain on academic probation until he has earned a 1.75 overall grade point average.

After one semester of suspension has passed, a student may apply for readmission, and may be permitted to re-enroll for one semester on probation. Failure to maintain a 1.75 average during this semester will cause a student to be suspended from the college.

Part-time students will be subject to the same regulations at the end of the semesters in which they complete, 12, 24, and 36 semester hours, respectively.

Transfer students accepted for admission with less than a 1.75 average (4.000 system) are admitted on "Academic Probation." Attainment of a cumulative 1.75 grade point average on all work attempted will remove this academic admission condition. Failure to maintain a semester grade point average of 1.70 during any semester of enrollment while on "Academic Probation" will result in "Academic Suspension."

A 2.0 grade point average is required on all work to complete an Associate Degree.

## WITHDRAWAL FROM COLLEGE COURSES

A student who finds it necessary to withdraw from any course must secure a withdrawal form in the Admissions and Records Office; have it properly filled out and signed. The student is expected to continue in class until the withdrawal procedure has been completed. If excessive absences are reported before the date of withdrawal, an "X" grade will remain on the record.

A "W" will be recorded for those withdrawing within one calendar month from the first day of regular registration for each semester. Students who withdraw after this date will receive a "WP" or "WF" entered upon their

record. An "X" will be recorded for students who are suspended from class for excessive absences.

Students attending the summer sessions will have "W" entered upon their record if they officially withdraw within the first week of the summer session. A "WP" or "WF" will be recorded for those who withdraw after the first calendar week of the summer session.

A "WF", "F", and "X" record will be included in determining grade point averages; each of them carry the same grade point penalty. These policies apply to all part-time as well as all full-time students.

Students may not withdraw within two weeks of the end of a semester or within one week of the final summer session.

## ATTENDANCE REGULATIONS.

*Assembly and Convocations.* All full-time students are expected to attend all assemblies and convocations. These occasions provide an opportunity to orient the student regarding campus activities and to enrich his general educational-cultural background.

*Class Attendance.* Regular and punctual attendance at all classes and laboratories is required. Students are responsible for all assignments and instruction presented.

Each instructor keeps a careful record of class attendance and reports excessive absences to Dean of Students or Assistant Dean of Students. Excessive absence is defined as one more absence than the number of semester hours credit assigned to a given course. For example, four class absences would be considered excessive in a course which carries three semester hours credit. Excessive absence will result in an administrative entry of "X" or "Suspended due to excessive absence" on the student's permanent record. This entry is considered to be the same as an "F" for purposes of computing grade point average. Students who are absent on the school day preceding a holiday or on the first day of school following a holiday shall be charged with two class absences.

Upon receipt of an excessive absence report, the student must report to the Dean of Students or Assistant Dean of Students to justify each absence. Written verification signed by a parent or physician must be provided for illness or death in the immediate family. If for any other reason a student is excessively absent, written verification must also be provided.

## CAMPUS FACILITIES.

*Administrative Offices* are housed in the Administration Building. Administrative Office hours are from 8:30 a.m. until 4:30 p.m. Monday through Friday, during the regular school term. Whenever possible, students are encouraged to schedule appointments when they wish to

confer with the administrative staff. This enables the staff to accomplish more work in less time.

*College Book Store.* The College Book Store is located east of the Science Building. Textbooks, school supplies, and second-hand books are available through this source.

*Bulletin Boards.* There are two official bulletin boards—one outside of the Student Activities Office in the Student Center; the other in the Student Personnel Services wing of the Administration Building. Students are responsible for information posted on these boards within seventy-two (72) hours after the posting date.

*Calendar of Events.* The official college calendar of events is maintained by the Dean of Instruction. The activity calendar is available in the office of the Assistant Dean of Students. All official activities must be submitted to that office two (2) weeks before the date scheduled for the event in order that it can be approved by the Student Government and the Student Activities Board.

*Student Center.* A Student Center is maintained for the convenience and comfort of the students. It includes a snack bar, a game area, and a lounge area. Eating is confined to the snack bar area.

*Faculty Offices.* Each professor posts information regarding location of his office and scheduled conference hours at the beginning of each semester. Whenever possible, students are encouraged to consult with professors during these stated hours. This enables the professor to have more time for non-instructional responsibilities.

*Health Services.* Medical or hospital facilities are not provided by the college. First-aid equipment is available in the Physical Education offices. In case of accident or illness, the parent(s) or legal guardian is notified immediately.

*Lost and Found.* Items which are found on campus should be delivered to the Student Activities Office. The owner may have same by providing proper identification. Articles not claimed within a reasonable period of time will be disposed of.

*Mail.* Students are not to cite the college as a mailing address except for correspondence directly related to college-sponsored student activities. The college assumes no responsibility for delivery or forwarding of mail directed to students.

*Student Insurance.* The college has contracted with a private insurance agency to provide accident and health insurance for students. The entire expense of the insurance program is borne by the student. A representative of the insurance company will be available at time of registration to interpret the program and accept applications. Claims or requests for information regarding the insurance program should be directed to the company's local agent.

*Telephone Service.* Pay telephones are installed at strategic locations over the campus. Students are not permitted to use college telephones except in case of a serious emergency. The college will not accept telephone messages or requests to call students to the telephone except in cases of serious illness or death in the student's immediate family.

*Use of College Buildings in the Evening.* Use of the buildings must be cleared well in advance with the Director of Student Activities and the Director of Admissions.

*Visitors.* Visitors to the campus are always welcomed provided they do not interfere with the instructional program and provided they abide by the rules and regulations in effect for students. Visitors' passes may be secured in the Student Personnel Office.

## LIBRARY

*Location.* The library occupies the center section of the second floor of the Library Building and entry is gained only through the main entrance which is reached by the south flight of stairs.

*Hours.* The library is open from 7 a.m. until 5 p.m. and from 6 p.m. until 9 p.m. on Mondays, Tuesdays, Wednesdays, and Thursdays. On Fridays it is open only from 7 a.m. until 5 p.m. Presently the library is not open on weekends, but it is frequently open certain days during academic holidays. These days will be posted in the library prior to all academic holidays.

*Resources.* The collection consists of about 14,000 volumes cataloged according to the Dewey Decimal System. Most of the books belong to one of three categories: (a) regularly circulated books which are kept on open shelves, (b) reference books which have an "R" at the top of their call number and which are shelved in the reference section, and (c) reserve books which are so designated by faculty members and are kept behind the circulation desk. In addition to the books there are approximately 200 journals. At present there is no extensive file of back issues; most subscriptions date from the autumn of 1960 or 1961.

### *Circulation Policies*

1. Regular books circulate for a period ranging from 15 days to 25 days, depending on the calendar date they were borrowed. The date books are due is stamped on a piece of paper provided for that purpose in the back of the book.
2. Reference books practically never circulate. With authorization from a librarian certain reference books, on rare occasions, may be loaned during periods the library is closed.
3. Reserve books must be used in the library reading rooms. Under certain circumstances some reserve

books may be checked out for home use. In general, those which may be checked out may be picked up at 3 p.m. to be returned the following morning before 8:30 a.m.

4. Journals generally do not circulate.
5. Unless another borrower is waiting for a book it may be renewed twice. If the borrower can give the library the date the book was due and its call number, renewals may be made by telephone.
6. As a service to students wishing to use library material which cannot circulate, the library is prepared to make Thermofax prints (at the nominal charge of ten cents a page) of material which lends itself to photographic processing.
7. The burden for returning books to the library on time rests with the borrower. Overdue notices may be sent to remind delinquent borrowers of their outstanding obligations, but the library cannot assure borrowers that this procedure can be followed regularly. Borrowers who are so notified but believe the library is in error should at once discuss the situation with a librarian. The library is not infallible; errors can usually be recognized and corrected if the borrower will present his case immediately.

*Fines.* For regular books the overdue fine for late returns is five cents a day for each day the library is open. The fine for reserve books is twenty-five cents a day. A reserve book is late if it is not returned by 8:30 on the morning it is due.

Borrowers who lose books or other library material will be charged the price of the item plus a service charge of \$1.25 to cover the cost of correcting the records and processing a replacement copy. If the book is found within one year, the price of the book will be refunded but not the service charge. Borrowers who lose books are advised to notify the library at once so that some adjustment may be made in the fine charges which accumulate for overdue books.

*Services.* The library of the Junior College of Broward County is dedicated to a philosophy that service to students and faculty is its first responsibility. Librarians give a higher priority to helping patrons than to any other aspect of library service. Students should never hesitate to ask librarians for help.

However, one of the desirable accomplishments of an educated person is an ability to use libraries. This can probably best be accomplished by the student's learning to find needed information, therefore the library modifies its basic philosophy to "helping students help themselves." Students who have not in their previous school work become familiar with the use of the card catalog, *The Readers' Guide*, *The International Index*, *The Education Index*,

*The Essay and General Literature Index*, and *The New York Times Index* should ask a librarian for a thorough explanation of these. Mastery of these sources will well repay a student by saving time and increasing efficiency in any search for information.

No student, however, should leave the library if he is unsuccessful in his search until he has given a librarian an opportunity to search for the answer to his problem.

*Discipline.* This section might well be subtitled "How to Succeed in the Library Without Really Trying (Too Hard)." By knowing the purpose of the library and understanding their responsibilities, students should have no difficulty in this matter of discipline if they act in accordance with these purposes and responsibilities.

The library is maintained primarily for patrons who wish to consult its resources. Only secondarily does it exist as a quiet place for patrons to use their own books and materials. Unfortunately, it does not exist at all as a place for students to study together. Students who wish to study together should do so in the student center, in vacant classrooms, or elsewhere.

Students will find that they can better accomplish their work in keeping with the serious purpose of the library if they do not sit with friends and acquaintances while working there. The tendency is great to talk when sitting with friends. Talking disturbs others and usually interferes with the talker's studying. The library staff cannot permit talking nor can it grimly patrol the reading areas to enforce quiet. Students who disregard the regulations on talking will be sent out of the library and will not be re-admitted for a period of days or weeks. Such students must use other library resources in their community or see if their instructors will borrow needed material and re-loan it to them.

Stealing books or willfully mutilating them are reprehensible practices and students are warned that such action can result in permanent suspension from the College.

#### COMMUNITY FACILITIES.

*Churches.* The college feels that spiritual and moral influences have a significant contribution to make to wholesome, well-balanced living. Practically every major religious faith is represented in the Broward County area. Students are encouraged to align themselves with a religious group of their choice.

*Housing.* Housing facilities are not provided by the college. The college strongly discourages young people under the age of twenty-one (21) from moving into the community to attend college unless they can live with their parents or other relatives.

All unmarried students under 21 years of age must furnish the Dean of Students' office with a statement

that their parent(s) or legal guardian(s) are aware of and approve of their housing arrangement. This statement must be submitted on a form provided by the Dean of Students' Office. A similar statement must be provided anytime the student changes residence address. Failure to do so may result in disciplinary action.

*Recreation* resources abound in the Broward County area. Students are reminded that a well-balanced program of recreation can make a genuine contribution to healthy, wholesome living.

*Transportation.* The campus is readily accessible by automobile. Many students have formed "car pools" to facilitate transportation. Students can use one of the bulletin boards in the student center to let it be known whether they desire a ride or riders.

#### FINANCIAL POLICIES.

Students' financial obligations to the college are on a cash basis. All fees are to be paid at the time of enrollment.

*Identification.* Each student is issued a receipt at registration, at the beginning of each semester. The receipt is to be kept on your person at all times. It is to be used as your identification card. Full-time students are admitted free to certain college functions and are entitled to use the library. Part-time students are issued identification slips for identification purposes only. This receipt is to be kept on your person at all times. If the identification slip is lost it may be replaced by making application to the business office and paying a fee. Students must have this identification slip to participate in any college election.

#### NUMBERS AND CARDS.

*IBM Number.* Each student, upon entrance, is assigned an IBM number. This number will remain unchanged during his years at the college. It provides a positive means of identification. Students should memorize their IBM number as readily as possible.

#### PUBLICATIONS.

*Official College Publications* include the College Catalog, the Examination Schedule, the Schedule of Classes, and the Student Handbook. These are issued periodically. The student is expected to familiarize himself with the content of these publications and is held accountable for information contained therein.

*Student Publications* include a bi-monthly newspaper entitled "*The Venetian Crier*" and a yearbook entitled "*Silver Sands*." The cost of these publications is financed in part by an allocation from the student activity fee. The newspaper is available to full-time students free of charge. The yearbook is available to full-time students enrolled for both regular semesters free of charge. Part-

time students or students enrolling the second semester may secure a yearbook for a nominal charge.

#### RESIDENCE ADDRESS, ADDRESS CHANGE, TELEPHONE NUMBER(S).

Students are expected to keep the Registrar's Office and the Student Personnel Office informed regarding their current residence address, mailing address, and telephone number(s). This information is necessary for official communication with the student and for use in the event of an emergency involving the student. Students cannot claim exemption from official information directed to their residence or mailing address if they have failed to keep the registrar's office informed of address changes.

#### STANDARDS OF CONDUCT.

A college education is a privilege, not a right. College students are considered to have reached an age of responsible citizenship and are expected to conduct themselves appropriately both on and off campus.

Each student, by the act of registering for scholastic work at the Junior College of Broward County, obligates himself to obey rules and regulations which the institution formulates. The college reserves the right to discipline or dismiss any student whose conduct is considered unbecoming or detrimental to the college or the community.

Decisions to dismiss a student will be reviewed by the President of the College. The decision of the President of the College is final.

*Possession or Use of Any Kind of Alcoholic Beverage*  
Alcoholic possession or use is prohibited on campus or at officially sponsored off-campus functions. Failure to abide by the regulation will result in immediate dismissal from the college.

*Dress.* The college conceives that it is intended to structure an academic environment not a resort atmosphere. Students are expected to abide by conservative standards in dress and personal appearance. Shorts or zorries are specifically prohibited on campus or at college sponsored functions except in physical education classes, or other clearly defined exceptions to this general regulation.

Men are expected to wear belts if their trousers incorporate same. Men are expected to wear shirt-tails inside the trousers unless the shirt is specifically designed to be worn outside the trouser. Beards, bizarre moustaches, or unconventional hair styles are not acceptable.

*Eating* is to be confined to the snack bar in the student center or other designated campus areas. Students can help improve the general appearance of the campus by attention to disposal of waste materials.

***Gambling.*** Card playing is restricted to the northwest corner of the Student Center. Gambling is specifically prohibited on campus or at officially sponsored off-campus functions. Violation of this regulation will result in immediate dismissal from the college.

***Language*** frequently reveals a student's background. Vulgar or profane language will not be tolerated. Students are encouraged to develop effective oral and written communication as a means of self-enhancement.

***Law Enforcement*** on campus is a responsibility of the campus police. Students are expected to give these men the same courtesy and attention they would other law enforcement officers. Students who get into any difficulty with campus or community law enforcement officers are subject to immediate disciplinary action. (See the introductory statement to this section of the Handbook.)

***Property.*** Students involved directly or indirectly in the willful destruction of school property will be subject to disciplinary action which may result in automatic and/or permanent suspension from the college.

***Smoking*** is not permitted in classrooms. Safety precautions dictate that smoking be confined to certain specified areas of the campus. Here, too, students can help campus appearance by attention to disposal of cigarettes, cigars, etc.

***Social Affairs*** are provided periodically for interested students. Some affairs are restricted to certain campus groups while others are open to the student body as a whole. An attempt is made to provide a varied program of social activities in line with expressed student interests. Students are encouraged to participate in a reasonable number of social activities as a means of improving their socialization which is an important part of college life.

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## **PARKING AND TRAFFIC REGULATIONS**

### **A. GENERAL PROVISIONS**

All provisions of the Motor Vehicle Code of the State of Florida and as supplemented by College regulations will be enforced on the Campus of the Junior College of Broward County. The provisions and regulations will apply to anyone who is enrolled in the Junior College.

### **B. SPECIFIC PROVISIONS**

1. All vehicles, which are to be parked on the Campus, shall be registered in the Business Office.
2. Parking permits (decals) will be issued after payment of registration fees. The student identification card for 1964-65 is the receipt issued when students pay their registration fees. This receipt must be presented in order to secure a parking permit (decal).

3. Special parking privileges may be furnished to physically handicapped students by the Supervisor of Business Affairs.
4. Parking will be allowed from 7 a.m. until 10 p.m. Monday through Friday. Vehicles should not remain on the Campus overnight or over week ends. Abandoned vehicles will be removed at the owners expense.
5. Although the College does not require proof of filing under the Financial Responsibility Law of the State of Florida, the College does consider compliance with basic requirements for liability insurance be given serious consideration by each student.

#### **C. PARKING REGULATIONS**

1. Any vehicle shall be considered parked if it is stopped or standing, regardless of location.
2. Parking is allowed only in the areas so designated on the Campus Map. Student vehicles are to be parked only in the areas RESERVED for student parking.
3. Vehicles shall not be parked on or across walks, on grassy areas, in loading zones, in service drives or areas, or where signs, painted curbs, or road markings prohibit parking.

#### **D. TRAFFIC REGULATIONS**

1. Speed on Campus roads is limited to twenty (20) miles per hour except where otherwise posted.
2. A vehicle shall be brought to a full stop at all stop signs except where a patrolman is directing traffic.
3. Vehicles shall give the right-of-way to pedestrians crossing at Campus crosswalks.
4. No student motor vehicle shall be driven at any time on roads other than those indicated as authorized traffic areas on the College Campus.

#### **E. FEES**

1. A free parking permit (decal) is issued to each student upon request. (See: SPECIFIC PROVISIONS No. 2 on page 29.) The parking permit (decal) number WILL BE THE SAME AS THE STUDENT NUMBER. Each student is cautioned not to transfer or give to another student or individual his or her parking permit (decal). Such action would lead to infractions of regulations charged against the wrong student.
2. Only one decal will be issued free of charge. Additional decals may be purchased from the Business Office at fifty (50) cents each.

#### **F. RESTRICTIONS**

1. Parking permits (decals) are non-transferable and are to be used only by those students to whom they were issued.

2. Students are not permitted to park vehicles on the campus unless they are properly registered.

#### **G. MISCELLANEOUS**

1. The parking permit (decal) shall be placed on the LEFT SIDE of the REAR WINDOW as seen from the rear of the vehicle. On a motorcycle, motor scooter or motor bike, the parking permit (decal) shall be attached so as to be plainly visible from the rear.
2. Tampering with the parking permit (decal) shall be a violation of these regulations and shall be cause for disciplinary action.
3. When a vehicle displaying a parking permit (decal) is exchanged or sold, the person to whom the vehicle was registered is responsible for the removal of the decal from the vehicle. Parking or traffic violations charged against vehicles from which the old parking permits (decals) have not been removed shall be lodged against the students who originally registered the vehicle.
4. Parking regulations will apply during examination periods.

#### **H. RESPONSIBILITIES IN PARKING AND OPERATING MOTOR VEHICLES**

1. The acceptance by any student of the privileges of parking or operating a motor vehicle on the Campus will also constitute the acceptance of the responsibility to see that no vehicle owned or registered in his or her name is parked or operated in violation of these regulations.
2. Any vehicle parked or operated on the Campus shall be at the risk of the owner. The College is not liable for accidents, lost or stolen property from the vehicles.
3. Any vehicle parked in violation of parking regulations may be towed away at the owner's risk and expense.
4. It is advisable to always lock the car doors of the vehicle when it is parked on the Campus.

#### **I. PENALTIES FOR VIOLATIONS**

Violations of parking and traffic regulations will be treated as follows:

1. Failure to register the vehicle by Monday of the second week of College will involve a five (\$5) dollar assessment.
2. Failure to register a new vehicle within one week after procurement will cause a five (\$5) dollar assessment.
3. Failure to display the parking permit (decal) will cause a five (\$5) dollar assessment.

4. A warning will be issued for the first violation of the parking and traffic regulations.
5. A five (\$5) dollar assessment will be levied for the second violation of the parking and traffic regulations.
6. A five (\$5) dollar assessment will be levied in addition to revocation of the parking permit for the third violation of the parking and traffic regulations.
7. Persistent and serious violation of these regulations shall constitute cause for more serious disciplinary action.
8. Grades of transcripts will not be released until all college debts are paid in full.

**J. VIOLATIONS OF ONE SEMESTER ARE DISREGARDED THE NEXT SEMESTER.** Exception: When the student has failed to pay the previous parking and traffic assessments.

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### **STUDENT PERSONNEL SERVICES**

One of the major reasons for the existence of the Community or Junior College is its close attention to the needs and aspirations of individual students. This emphasis characterizes the instructional program and is frequently implemented by a variety of student personnel services.

The student personnel services of the Junior College of Broward County aim to help the student: 1. Become progressively more independent in the management of his life and affairs; 2. Make a satisfactory and satisfying adjustment to college life; 3. Work through a choice of life work, a life partner, and a way of life which are satisfactory and satisfying to the student and the society of which he is an integral part. These general aims are accomplished in some measure through the activities outlined in the paragraphs which follow:

*Guidance.* Educational, vocational and personal guidance is available to any student upon request. Educational-vocational guidance is provided through the faculty advisory system and the regular instructional program. These services are supplemented by the staff in the office of the Dean of Students. This office has skilled educational-vocational counselors available to help the student explore himself and the world of work. Tests of interest, intelligence, aptitude, and personality are available, where such will contribute to the student's purposeful planning. Personal guidance is available through the faculty advisor, the Dean of Women, the Dean of Students, and personnel with the student Personnel Department.

*Faculty Advisement.* Every student is assigned a faculty adviser in keeping with his declared educational-

vocational interests or objective. This assignment continues throughout the student's period of study at the college unless the student changes his vocational objective or either person requests a change of assignment.

The faculty adviser is primarily responsible for helping the student work out a program of study in view of the student's abilities, interests, and declared vocational objective.

*Financial Assistance.* The college attempts to offer students a quality education at a minimum cost. It attempts to help worthy students who experience extreme difficulty financing a college education. However, it cannot assume the responsibility for financing a student's education. Every student should give attention to the cost of attending college and if possible should have sufficient funds on hand to cover his first semester's obligations at time of enrollment.

Several individuals and organizations within the geographic area served by the college have provided scholarship awards and loans to aid worthy students who need financial assistance. Funds available for this purpose should increase as the college grows in size and influence.

The college has been approved for scholarships provided by the Florida State Legislature to encourage students preparing for careers in teaching. These scholarships, valued at \$400,000 per year, are granted to students on a competitive basis. The promise of one year of teaching in the public schools of Florida for each year the scholarship is granted is required. Additional information regarding these scholarships can be obtained from the Superintendent of Public Instruction in the student's county of residence.

The college cooperates with the Division of Vocational Rehabilitation of the State Department of Education in providing financial and other assistance for students with physical handicaps.

*Testing Services* are available to students of the college when such services will make a contribution to the students educational, vocational, or personal adjustment. Information regarding testing services is available through the office of the Director of Counseling and Advisement.

*Developmental Reading Services* are available for a limited number of students. This program enables students to improve reading comprehension, speed, and vocabulary.

*Workshops.* A limited number of students will be employed on a part-time basis on the college campus. Information regarding workshops is available through the Dean of Administration.

*Job Placement.* Job placement services are intended to serve all students needing employment to continue their college study, and those terminating their formal

educational program at the college. The college cannot guarantee employment for any student. It is unlikely that it will be able to provide sufficient employment for all students. Students are encouraged to use the Placement Office in seeking employment. Information regarding off-campus employment is available through the Coordinator of Placement.

*Occupational Information* is available through the office of the Coordinator of Placement. This information maintains a working library of current information regarding the world of work.

*Orientation.* The Orientation Program is intended to acquaint the student with campus facilities and services, college rules and regulations, and to assist him in making an adequate adjustment to college life. Participation in the Orientation Program is required of all full-time students during their first semester of residence.

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## STUDY SKILLS

The grades a student accumulates are an interaction of at least five factors, namely:

1. His basic intelligence;
2. His academic background;
3. His motivation;
4. His freedom from pressing personal problems; and,
5. His study skills.

Constructive change can be effected in most of these areas. Study skills are particularly important for the college student. Long hours of study and hard study do not necessarily insure successful study. While it is true that what will work well for one student will not work equally well for another student, some general principles for effective study have been clarified over the years as a result of considerable experimentation. If the student needs assistance in this area he is encouraged to consult his instructor(s), his faculty adviser, and/or the Dean of Students.

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## VETERANS' INFORMATION

This college is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veterans' training laws and dependents of deceased veterans who expect to enroll under the War Orphans Education Assistance Act, should consult with the local Veterans Administration office well in advance of registration.

Upon enrollment, veterans and veterans' dependents are required to pay all regular fees and charges, just as other students. Upon certification of approval and attendance by the College and Veterans Administration, educational allowance is paid monthly to the veteran for training time computed as follows:

14 or more semester hours.....	Full time
10-13 semester hours .....	Three Fourths time
7 - 9 semester hours .....	One Half time
Less than 7 semester hours .....	Fees Only

Those who expect to receive monthly V.A. subsistance should report to the Admission and Records office and sign the proper forms before the fifth of each month.

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## **VOCATIONAL CHOICE**

Vocational choice represents one of the most important and far-reaching decisions a young person will make during his early adulthood. Much of his happiness and success in later life may well depend upon the adequacy of their choice. Though young people are urged to give serious consideration to this matter, this does not mean that the student must know what specific vocation he will enter at the time he enrolls in college. Many young people are not certain concerning their vocational choice at the time that they enter college. Many others make transitions in their vocational choice as they come to understand themselves better and have opportunity to explore the world of knowledge and work. Students who are not certain regarding their vocational choice should enroll for the "General Education" program. This program is designed to help the student explore the world of knowledge. It is relatively easy for a student to make a transition from this program to more specialized programs at a later date. Vocational advisement is available through the Dean of Students.

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## **STUDENT ACTIVITIES BOARD**

### **1. Introduction**

#### **1. Purposes.**

The purpose of the Student Activities Board shall be:

- a. To coordinate and assist campus student activities in keeping with best interests of the students and the college.
- b. To make regulations to encourage wholesome group activity and discourage conduct which would be incompatible with the total education and well being of the students.

- c. To enforce regulations made by the Student Activities Board and approved by the Director of Student Activities and the President of the College.
- d. To refer problems it deems advisable to the appropriate place: (Social Deans, Student Government, etc.)

2. *Personnel.*

The Board membership shall be composed of the Director of Student Activities and/or the Dean of Women, three faculty members appointed by the President of the College, and three students selected by the President of the Student Government and approved by the Senate and the board. The Board shall meet bimonthly. The Chairman shall be the Director of Student Activities. The Deans shall be prepared to give the Board details of each problem as it applies to the students and to the College.

3. *Authority.*

The Student Activities Board shall be responsible only to the President of the College.

4. *Scope.*

The Student Activities Board shall be responsible for the coordination and regulations of:

- a. Approved student organizations such as clubs, organizations, interest and recognition groups.
- b. Student social events—dances, parties, entertainments.
- c. Other student activities — bake sales, contests, benefits, solicitations, donations, skits.
- d. Screening requests for new organizations for consideration.
- e. Recommends budget to the President of the College concerning Student Activity fees.

This Board does not supervise athletics, department activities, publications or dramatics. The Board does require, however, that those groups in addition to clubs, organizations, and all other student groups holding social functions, programs, etc., must file petitions for such functions and secure advance approval for them. Each such organization will be held responsible for the conduct of its members and guests.

5. *Disciplinary Cases.*

The Student Activities Board shall be responsible for the enforcement of regulations as they apply to organized groups.

Deans shall be responsible for:

- a. The disciplining of individual students.
- b. The enforcement of college regulations.

## II. Student Organizations

### 1. *Standards.*

Standards which have been established for recognized student organizations of the Junior College of Broward County are as follows:

- a. To have one or more advisers who are members of the college faculty.
- b. To submit to the Student Activities Board by October 1 and February 1 of each year, a report consisting of:
  1. A complete list of eligible officers and members.
  2. A general statement of purpose.
  3. The signature of acceptance of the adviser. This report must be approved by the group adviser.
- c. To submit to the Student Activities Board by April 15 of each year, a report consisting of:
  - \*1. Financial records kept in the form prescribed by the Student Activities Board.
  2. Names of officers for the coming year.
  - \*3. A resume of the major activities of the group for the past year.
- d. To limit membership to students, faculty and staff of the Junior College of Broward County.
- e. To limit the activities of the group, and in-so-far as possible those of its individual members, to conduct which is within the limits of city, county, state and federal college regulations.
- f. To recognize the president of the group as the administrative head spokesman. He signs petitions for social events for his groups and agrees to the following regulations:
  1. To clear the date for the event on the social calendar.
  2. To submit a petition to the Student Activities Board at least two weeks prior to the event. No late petitions will be issued after 5 school days before the event is to take place.
  3. To close informal and formal Friday and Saturday parties at 1:00 a.m. (Any such event on week nights must close at 10:30 p.m.)
  4. To enforce regulations concerning gambling, possession or use of intoxicants.
  5. To assume responsibility for the conduct of the party.
- g. Failure to meet these prescribed standards or for the infraction of any regulation of the Student Activities Board may be penalized by:
  1. Denial of recognition of the group as an organization.
  2. Denial of use of college facilities.

\*Includes departments participating within Student Activities Budget.

3. Forfeiture of right to representation in other college organizations, Student Government, Intramurals, etc.
  4. Forfeiture of right to representation in Student Handbook, or other publications.
  5. Denial of privilege of some or all social activities for a definite period.
  6. Forfeiture of right to function as a group . . . including forfeiture of charter. This penalty must be approved by the Student Activities Board and the President of the College.
2. *Recognition of New Groups.*

A Petition for recognition for a new group must include a list of officers and chapter members, a statement of purpose, two copies of the constitution, and an acceptance by the faculty adviser. The faculty adviser and a student officer must appear before the Student Activities Board when a petition is presented to that Board. After consideration and investigation the Board will make a recommendation to the President of the College.

### III. Social Events

1. *Definition.*

A social function is defined as any dance, party, activity or entertainment sponsored by a College approved student group at which both men and women are present.

2. *Approval of Social Functions.*

Social functions are scheduled on the social calendar by the Director of Student Activities. The following procedure has been established:

- a. Clear the date on the social calendar. The calendar for the following school year will be completed prior to July 15. Dates entered on the calendar may be cancelled, but not otherwise changed except for the following reasons:
  1. Conflict with other campus activities.
  2. Inability to contract for location of social event or to obtain orchestra.
- b. A petition to change the date of a social event on the social calendar must be made in writing to the Student Activities Board one month prior to the date of the social event. This petition must be accompanied by comprehensive and detailed reasons for making such a change. Petitions presented without such information will not be considered.
- c. The Student Activities Board will distribute forms on which the organizations will request dates. Permission to hold social events NOT LISTED ON

THE SOCIAL CALENDAR will be given, provided that:

1. Petition is submitted in accordance with regulations.
  2. Social event does not conflict with any listed event.
  3. Social event is not one of the regularly scheduled social events of the petitioning organization for which listing on the social calendar is required.
  - d. No social event may be scheduled the week preceding semester examinations.
  - e. Traditional functions, when established, will have priority.
  - f. File a petition in the office of the Director of Student Activities at least 14 days prior to function. An organization will be allowed one "late" petition per year. A warning will accompany the first offense. The second petition will be denied.
  - g. The petition carries the date, location and hours of the function, budget, the agreement and signature of the President of the Organization, the Social Chairman and two Faculty Chaperones.
  - h. One formal and two informals per semester are allowed each organization. Each chaperone must file promptly a written report of the function with the Student Activities Board.
3. *Planning Social Events.*
- a. Hours—Social functions must close at 10:30 Monday through Thursday nights and 1:00 a.m. for formals or informals on Friday, Saturday or night preceding holidays. No social functions may be scheduled on the weekend preceding examinations. The Student Activities Board reserves the right to restrict or extend closing hours as it deems necessary.
  - b. Location.—The Board encourages student organizations to use the Student Center for social functions. It is acceptable, however, to hold any social event in any approved place in Fort Lauderdale or vicinity. The Student Activities Board may disapprove a location because of distance, inadequate facilities, fire hazard, use of club room by members while rented to college groups, etc.
  - c. Budget.—Each petition requires a budget.
  - d. Conduct.—

1. Each organization, including its faculty adviser, shall assume responsibility for the conduct of members and guests as follows:

- (a) Each member of a group may invite one guest only after he has been approved by the executive committee of the group. The

- written invitation to be presented at the door for admission must include the names of the guest and his host. No one shall be admitted without an authorized invitation.
- (b) Each group shall send to the invited guests a clear statement concerning the proper conduct and attire which they propose to enforce.
  - (c) Each group shall be responsible for admitting only those persons who are appropriately dressed for a public social event. Scanty covering, underclothes, and sleeping apparel are inappropriate as costumes
  - (d) Each group shall refrain from using those decorations, signs, and favors which are described by the term "bad taste."
2. An unauthorized auxiliary social function shall not be held previous to, concurrently with, or following dances or social functions by any student or student group.
  3. Any individual student or student group who sponsors, participates in, or in any way is connected with such events will be subject to disciplinary action.
  4. Neither intoxicants, including beer, nor gambling will be permitted in campus buildings or on the premises. Possession or serving of intoxicants, including beer, and gambling are forbidden at all social functions. Any function sponsored by or held in the name of a recognized student organization must abide by all regulations stated herein whether that function be held on or off campus.
  5. In accordance with state laws, the use of physical punishment of all types for initiation and hazing is prohibited. Responsibility for infractions of this rule lies on the individual and the group alike.
  6. The College Administration expects students to conduct themselves as ladies and gentlemen, to dress and to conduct social events in good taste, and reserves the right at any time to dismiss students whose conduct is deemed undesirable.

#### **IV. Other Student Activities**

*Regulated by the Student Activities Board*

1. Solicitations, donations and other contributions of money, merchandise or service for any student and/or student group is absolutely forbidden until a written explanation of the plan has been submitted to and approved by the President of the College and by the Student Activities Board.

2. Lotteries and raffles are prohibited by law.
3. The selling of articles on the College Campus is regulated by the Broward County Board of Public Instruction as follows:
  - a. No more than two permissions for campus selling or solicitation will be granted any organization during one academic year. Campus selling or solicitation refers to the direct approach to one or more individuals with the ideas of selling merchandise, services, tickets, or asking for donations.
  - b. Permission for off-campus selling or solicitation may be granted up to a maximum of two permits during one academic year. Petitions for any activity for which there is a charged fee may be obtained in the Director of Student Activities office. Such petitions must be approved by the Student Government, the Student Activities Board, and the College President. Notice of approval or denial of such a petition will be forwarded to the organization.
  - c. Informal dance permits at the Student Center will be regulated by the Student Government with the final approval by the Student Activities Board.
4. Before presenting a beauty contest, skits, or any presentation on the campus by any students, other than departmental activities, the script and the program must be approved by the Student Activities Board. Those participating, and representing a department must have head of the department approval.

## **JUNIOR COLLEGE OF BROWARD COUNTY STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

### **Preamble**

We, the students of the Junior College of Broward County, in order to facilitate a fruitful and effective self-government and to create an active interest in this self-government for the purpose of promoting and maintaining the general welfare of the student body, and to establish harmonious administrative relations, do hereby ordain and establish this Constitution for the Junior College of Broward County.

The powers in this Constitution are granted by the Faculty and the Administration of the Junior College of Broward County to the Student Government Association.

### **ARTICLE I: *Name and Membership.***

The name of this organization shall be the Student Government Association of the Junior College of Broward County. This organization shall consist of all full-time college students (twelve semester hours of college work) attending the Junior College of Broward County.

## ARTICLE II: *Purpose.*

The Junior College of Broward County is an educational institution that strives to enrich the student in all phases of learning. The purpose of the Student Government Association shall be not only to represent the general feelings and wishes of the student body in an orderly manner, but to endeavor to offer the student body a well-rounded calendar of social, educational, spiritual, and cultural activities as well as coordinating all other student activities.

## ARTICLE III: *Executive Officers.*

### Section I.

The Executive Officers of this Association shall be the President, Vice-President, Secretary and Treasurer.

### Section II.

Any Executive Officer of the Student Government Association must be a full-time student of the Junior College of Broward County, and he must not be on Disciplinary or Academic Probation. In order to be eligible for an Executive Office, the candidate must have completed at least 24 semester hours of college work at the Junior College of Broward County prior to the school year in which he would serve. Moreover, said candidate must have maintained an overall grade average of 2.0 or higher on a four-point system during his college career prior to serving on the Student Government. A student officer who fails to maintain the 2.0 grade average after being elected is disqualified and his office is considered vacant at the termination of the semester in which he is serving. Such a vacancy may be filled by appointment of the President of the Association and ratified by a vote of 2/3 of the total membership of the Senate. If the President should be disqualified, the Vice-President will assume the position of President of the Student Government Association, and the office of Vice-President will remain vacant. If both the President and Vice-President should be disqualified from their offices, there will be a general election to fill these offices.

### Section III.

No Executive Officer shall succeed himself in office.

### Section IV.

The President of the Student Government Association shall call meetings of the Senate and Cabinet and shall preside over these meetings. The President shall appoint the student members of the Student Activities Board and they are required to attend all Student Government Association meetings. He shall appoint all committees and be ex-officio member of each. All Presidential appointments must be ratified by a 2/3 vote of the total membership of the Senate.

The Vice-President of the Student Government Asso-

ciation shall fill the office of the President and assume the duties and powers thereof in the event of the President's absence or in the event of Presidential disqualification. The Vice-President shall serve as Chairman of the Inter-Club Council and the Service Club Alliance.

The Secretary of the Student Government Association shall keep all records of the Association in a permanent form for reference. The Secretary shall have charge of all correspondence of the Association, shall post the minutes of the Student Government meetings two days after the said meetings, and also shall present a copy of the minutes to the Director of Student Activities at such time.

The Treasurer of the Student Government Association shall maintain accurate records of all financial transactions of the Association and shall make a regular financial report at each meeting. The Treasurer shall disburse the Student Government Budget not in excess of the appropriations specified therein. Disbursements are to be signed by the Treasurer of the Association and formally approved by the Faculty Adviser.

#### **ARTICLE IV: *The Student Senate.***

##### **Section I.**

The Student Senate shall consist of the four Executive Officers plus four representatives from each class for the first five-hundred full-time students in the class and one representative for each one-hundred full-time students exceeding the original five-hundred full-time students. The Senate will also have one Faculty Adviser appointed by the President of the Junior College of Brownard County.

##### **Section II.**

All Freshman candidates for the Student Senate must have maintained an overall grade average of 2.5 on a four-point system during their Senior year in high school. All members of the Student Senate must maintain a grade average of 2.0.

##### **Section III.**

All members of the Student Government Association may attend all regular meetings of the Student Senate and shall be afforded a reasonable opportunity to participate in discussion of matters under immediate consideration.

The Senate shall meet at least twice monthly. The Senate shall have the power to veto any student group requests for funds and shall submit reasonable objections to such group. The Senate must confirm all Presidential appointments by a 2/3 vote of its total membership and may override the Presidential appointments by a 2/3 vote of its total membership. The Senate shall approve the Student Government Budget and also approve any change therein.

The Senate may make recommendations to the Faculty or Administration on behalf of the Student Body. The Senate shall hear and consider any petition from the Student Body that has been signed by five per cent of the full-time students attending the Junior College of Broward County. The Senate shall have the power to enact By-Laws of this Constitution by a vote of 2/3 of its total membership.

The Senate may impeach any officer for willful neglect of his duties as prescribed by this Constitution by a 3/4 vote of its total membership. Any member of the Student Government Association may initiate impeachment proceedings on the floor of the Senate. Any member of the Senate or Student member of the Activities Board who misses three consecutive Student Government meetings or misses any three Student Government meetings without presenting an acceptable excuse to the Adviser in advance, or in the case of illness, notifying the college on such day, will be considered dropped from his position. The Senate shall have the power to make rules found necessary to execute its powers.

## ARTICLE V: *Elections.*

### Section I.

The election of the Executive Officers of the Association and of the Sophomore representatives of the Senate shall be held during the first full week in May prior to the school-year in which said officers will serve.

The election of the Freshman representatives to the Senate will be held at a convenient time during the month of September or not later than the first two full weeks in October during the school year in which they will serve. In the event school is cancelled on election day, the election will be resumed on the following school day under the Rules prescribed by the Election Commission.

### Section II.

The rules and regulations pertaining to elections are contained in the By-Laws of this Constitution.

## ARTICLE VI: *Amendments*

### Section I.

Amendments to this Constitution may be proposed by a petition bearing the signature(s) of at least 5% of the full-time students attending the Junior College of Broward County, or by a 3/4 vote of the total membership of the Senate. All amendments must be ratified by an election in which a majority of the votes cast by the student body are in favor of the amendment. The Student Activities Board and the President of the College must also approve all amendments to this Constitution before they are considered enacted.

## Section II.

By-Laws of this Constitution may be proposed on the floor of the Senate by an elected member of the Student Government Association.

Proposed By-Laws must be ratified by a 3/4 vote of the total membership of the Senate before said By-Law may go into effect.

## ARTICLE VII: *Enactment of the Constitution.*

This Constitution will become effective following a majority of favorable votes cast by the student body. A copy of this Constitution will be made available to each member of the student body prior to the referendum. The Student Activities Board and the President of the College must also approve the Constitution before it can be considered in effect.

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## BY-LAWS OF THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF THE JUNIOR COLLEGE OF BROWARD COUNTY

### ARTICLE I: *Elections*

#### Section I.

The Election Commission shall be appointed by the President of the Student Government Association and approved by a 2/3 vote of the total membership of the Student Senate, and shall consist of a Coordinator and a Steering Committee composed of not more than four nor less than two members. This Commission shall be formed four weeks prior to the election date.

The duties of the Election Commission shall be to:

1. Set up all necessary equipment in and around the polls; supervise the marking of polling places; secure all necessary supplies for use at the polls.
2. Determine the eligibility of all candidates; arrange for the printing of all ballots or alphabetical arrangement of names on voting machines.
3. Recruit all necessary students and work with the Adviser to secure faculty personnel duty at the polls; prepare instruction sheets for the poll workers and distribute these to them; be on hand as much as possible on election day(s) (to assure that a sufficient number of poll workers is on hand at all times).
4. **Arrange** for the publication and distribution of the Election Rules; arrange for any necessary meeting with the candidates for purposes of clarifying the rules and for orientation purposes; take the necessary measures to insure adherence to these rules; check

on delays in taking down posters; determine violations of the rules and report the violators to the Director of Student Activities for action.

5. Handle all General Election publicity which concerns the elections, entailing pre-election data up through the results.
6. Count all votes with the Faculty Adviser present to insure that the results are presented accurately.
7. Type all Commission reports; take minutes of all Commission meetings; handle all Commission correspondence.

## Section II.

The General Rules for elections shall be:

1. Each candidate must meet the required qualifications enumerated in the qualification for his office.
2. Each candidate shall be required to submit an account of his campaign expenses (not to exceed \$25.00) to the Director of Student Activities complete with receipts by 4:00 p.m. the day of the election.
3. There shall be no campaigning or electioneering or posters within thirty (30) feet of the voting place.
4. There shall not be allowed tape recorders, phonographs, radios or sound amplification devices of any sort on campus on the day of election, for use in campaigning for an individual(s).
5. There shall be no defacing of state property such as: pasting, marking with paint or chalk, tacking or nailing of campaign materials on trees or buildings.
6. The posting of campaign material shall not be permitted inside campus buildings with the exception of the Student Center. This does not apply to the use of Bulletin Boards, or places specified for posters.
7. Any malicious destruction of posted posters is considered unlawful.
8. Each candidate shall be held responsible for complete disposal of all campaign materials bearing his name by 8:00 a.m. of the morning following the election.
9. Students will not be permitted to loiter in or about the polls.
10. Campaign posters shall not exceed six feet in length and three feet in width.
11. No campaign literature may be sent in the mail.
12. No student will be permitted to vote until his Student Identification Card has been checked by a poll worker; his name has been checked from a new list of eligible voters that has not been previously marked; his ballot has been signed or initialed by a faculty poll worker (to be disregarded if election is to be conducted on voting machines.)

13. It shall be the responsibility of the persons working at the polls to contest the validity of the qualification of the voter. Any irregularities should be reported to the Faculty Adviser as soon as possible.
14. There shall be a required meeting of all the candidates or a person to represent each candidate with the Election Commission and the Director of Student Activities prior to each election.
15. The filing fees for the candidates for all elections shall be:  
President of the Student Body ..... \$3.00  
Senators and other officers ..... \$2.00  
Such funds are to be deposited in the Student Government Association Project account.
16. Elections will be held from 8:00 a.m. until 4:00 p.m. on election day.
17. Election results complete with the number of votes each candidate received shall be announced as soon as the votes have been counted.

## ARTICLE II: *Cabinet Positions*

### Section I.

The appointed positions of the Cabinet shall consist of:

- |                           |                                |
|---------------------------|--------------------------------|
| 1. Facilities Director    | 7. Special Affairs Coordinator |
| 2. Election Coordinator   |                                |
| 3. Publicity Chairman     | 8. Florida Junior College      |
| 4. Historian              | Student Government Association |
| 5. Social Chairman        | Liaison Officer.               |
| 6. Assemblies Coordinator |                                |

### Section II.

The elected positions of the Cabinet shall consist of:

1. Sophomore Class Chairman
2. Freshman Class Chairman

The Sophomore and Freshman Senators who receive the largest number of votes in the Senatorial election shall assume the chairmanship of their respective classes.

## ARTICLE III: *Duties and Responsibilities of the Cabinet*

### Section I.

It shall be the duty and responsibility of the Facilities Director to care for all equipment owned and operated by the Student Government Association and to handle all arrangements where the use of said equipment may be required.

### Section II.

It shall be the duty of the Election Coordinator to coordinate the activities of the Election Commission and to see that all rules and regulations pertaining to elections are adhered to.

### Section III.

The duties and responsibilities of the Publicity Chair-

man shall be to see that all necessary information concerning events carried on by the Student Government Association is properly disseminated.

#### Section IV.

It shall be the duty of the Historian to keep an accurate and orderly record of all events carried on by the Student Government Association during the year.

#### Section V.

It shall be the duty of the Social Chairman to organize and coordinate all social functions of the Student Government Association.

#### Section VI.

It shall be the duty and responsibility of the Assemblies Coordinator to organize and coordinate all assemblies sponsored by the Student Government Association.

#### Section VII.

The responsibilities of the Special Affairs Coordinator shall be to organize all special events or activities assigned to him by the President of the Student Government Association and approved by a majority vote of the total membership of the Senate.

#### Section VIII.

The duties and responsibilities of the Florida Junior College Student Government Association Liaison Officer shall be to insure proper coordination between the Florida Junior College Student Government Association and the Student Government Association of the Junior College of Broward County.

#### Section IX.

The Class Chairmen shall exercise all rights and responsibilities of a member of the Senate and shall be responsible for directing and coordinating all events and activities pertaining to their respective classes.

#### Section X.

The auxiliary office of Parliamentarian shall be filled or appointed by the President of the Student Senate each semester and subject to a two-third (2/3) approval of the Senate.

#### Section XI.

The official authority on parliamentary law shall be: "Roberts' Rules of Order Revised."

#### Section XII.

Any empty position, either an elected or an appointed officer or an elected student representative may be filled by appointment of the President of the Student Senate subject to a two-third (2/3) approval of the Senate.

## ALMA MATER

*Music by Dr. C. E. Haworth*

*Words by James R. Haworth*

Broward gracious Alma Mater, We thy name revere,  
May each noble son and daughter cherish thine honor dear.  
May thy lamp be ever bright guiding us to truth  
and light,

As a beacon o'er dark water. This is for thee our song.

May the years be kind to Broward, may she grow in fame.  
May her children fail her never, True to her beacon flame.  
May her spirit brave and strong, honor right and  
conquer wrong.

This is the burden of our song; ever her truth proclaim.

## JUNIOR COLLEGE OF BROWARD COUNTY

### ACTIVITY AND SERVICE POINTS

FRESHMAN .....	10
SOPHOMORES .....	12
<b>STUDENT GOVERNMENT</b>	
President of Student Body.....	10
Vice-President of Student Body.....	7
Secretary .....	7
Treasurer .....	7
Chairman of Election Commission.....	4
Members of Election Commission.....	3
Chairman of other Committees.....	3
Members of Student Government.....	3
<b>PUBLICATIONS</b>	
Editor of Silver Sands.....	9
Co-Editor .....	6
Staff .....	4
Editor of Venetian Crier.....	9
Co-Editor .....	6
Staff .....	5
<b>CLASS OFFICERS</b>	
President of Sophomore Class .....	7
Vice-President .....	4
Secretary .....	4
Treasurer .....	4
Other Officers or Committee Chairman.....	3
President of Freshman Class.....	5
Vice-President .....	3
Secretary .....	3
Treasurer .....	3
Other Officers or Chairman.....	2
<b>CLUBS and ORGANIZATIONS</b>	
President of Clubs .....	5
Other Officers of Clubs .....	3
Committee Chairman (Permanent).....	2
Membership in a club.....	1

*In order to encourage the development of leadership, as many different students as possible should be selected to hold responsible positions as officers in student activities. If a student is permitted to assume too heavy a load of activity responsibility, he will not only suffer academically but also some of the clubs he serves will suffer from lack of full leadership.*

## DRESS FOR SPECIAL EVENTS

### WOMEN

EVENT	DRESS
TEAS and SEMI-FORMALS	After Five Dress Heels, Gloves
FORMALS	Long or Short Formals Gloves
PLAYS, PROGRAMS, AND CONCERTS	Dress or Suit Heels, Gloves
CLASSES and INTERCOLLEGIATE GAMES	Dress, Blouse and Skirt, Flats
INFORMALS	Bermuda Shorts, Shirt, Flats

### MEN

EVENT	DRESS
TEAS and SEMI-FORMALS	White Shirt, Tie Suit
FORMALS	Dinner Jacket, Tux, Dark Suit, White Shirt and Tie
PLAYS, PROGRAMS, AND CONCERTS	White Shirt, Tie, Suit
CLASSES and INTERCOLLEGIATE GAMES	Slacks, Sport Shirts
INFORMALS	Bermuda Shorts, Sport Shirt





